



## PROFESSIONAL DEVELOPMENT

### Audit Report

By

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#### AUDIT REPORT

Clinical audit reports usually include a detailed description of all steps taken in preparation for the audit, findings of the audit, and action plan for change implementation. Audit reports should be written in sufficient detail that any reader will be able to learn how the audit was conducted.

#### Components of an audit report

A clinical audit report should include the following titles:

- |                    |                           |
|--------------------|---------------------------|
| 1. Front page      | 7. Key findings (results) |
| 2. Summary         | 8. Suggestions for change |
| 3. Background      | 9. Action plan            |
| 4. Objectives      | 10. Resources             |
| 5. Standards       | 11. References            |
| 6. Data collection | 12. Appendices            |

#### Front page

Should include basic information such as: Audit title, Audit lead/s, Date of report, etc

**Example**

Audit title:	_____
Date started:	_____ Date completed: _____
Audit lead:	_____
Organization:	_____
Address:	_____
Report writer:	_____
Report date:	_____

**Summary**

It is good practice to begin a report with a summary. This should be a short paragraph (not more than 10% of the total length of the report) that presents the main issues of the report. Identify the matter, state the key findings, conclusions and what course of action is recommended. This will help people identify whether they need to read the full report, and will be a useful outline for busy managers.

**Background**

This is essentially a description and clarification of why the audit was done. For example, was the project initiated by an acknowledged local problem or concern? The background should explain the rationale for doing the audit, i.e. why this topic is a priority for quality improvement. Summarize the evidence for the audit topic, giving full references at the end.

**Example**

**Background - rational for project**

**Objective(s)**

These explain what the audit is trying to achieve. In other words, the steps you will need to take to achieve your purpose. Objectives could include accessibility, equity, acceptability, timeliness, effectiveness, efficiency.

**Example**

**Objective(s)**

To improve:

Accessibility

Equity

Acceptability

Timeliness

Effectiveness

Efficiency

Activity:

**Standards**

You need to state what standards will be used in your audit using standards statement, target and exception format and where they come from (the source and strength of evidence). State if the intention was to set standards at the end of the project and if so, which aspects of care those standards pertain to.

**Example**

**Standard(s)**

1. Target: \_\_\_\_\_ %  
Exceptions:

2. Target: \_\_\_\_\_ %  
Exceptions:

3. Target: \_\_\_\_\_ %  
Exceptions:

**Source of standard**

**Strength**

- 1.
- 2.
- 3.

**Data Collection**

The source of data should be stated. Details of the audit sample should also be stated such as audit population, sample size, method of sample selection (sampling), specifying whether a retrospective or prospective methodology was used. Also state who were responsible for data collection, and mention briefly the method of data input and analysis.

### Example

#### Data Collection and Analysis

Source of data (case notes, patients, direct observation, etc):

Sample population:

Sample size:

Sampling methods:

Data collected by:

Data analysed by:

How as the data analysed (Please outline your method):

#### Key Findings (Results)

State clearly the key findings of the audit. If your data is incomplete, explain why, e.g. you might not be able to find every set of patient notes. Ensure you include the number and percentage of cases meeting each standard, making it clear what number you are taking a percentage of as the number of legible patients may change at different points of the audit, e.g. 30/150 (20%). If you use a statistical test (e.g. t-test) to analyze data, state clearly what the test is and whether the results are statistically significant. Feedback of findings is an essential part of any audit and to whom the results should be communicated should be clearly stated.

Individual healthcare staff should not be identifiable in your report - audit should not be used as a 'witch hunt'. If, for example, you are comparing the results of three consultant firms, you could call them A, B and C. Have the decoder handy though - clinicians may wish to identify themselves! Patients should also not be identified, for confidentiality reasons.

### Example

#### Key Findings

- 
- 
- 

#### Missing data

- 
- 
- 

#### Feedback findings to

- 
-

### Suggestions for Change

Where appropriate, recommendations for change should be made. Make sure these are realistic and achievable. If you need money to implement recommendations, have you got access to any suitable funds?

#### Example

##### Suggestions for change

- 
- 
- 
- 

### Action Plan

An action plan should be presented (in consultation with all parties concerned) saying what changes will be implemented, who will be responsible for carrying them out and when this will be done. If appropriate (i.e. changes are to be made), set a date for a re-audit to complete the audit cycle.

#### Example

##### Action plan - implanting and monitoring change.

Date started	Activity and person responsible	Date finished

### Re-audit

Date planned for: \_\_\_\_\_

Key findings of re-audit (if conducted)

- 
- 
- 

How regularly will this topic be re-audited? \_\_\_\_\_

## Resources

### Example

#### Resources

Total staff time (total hours to complete audit): \_\_\_\_\_

Other assistance required (audit assistant, help from statistician): \_\_\_\_\_

Cost involved (other than staff time):

1. \_\_\_\_\_ = LE \_\_\_\_\_

2. \_\_\_\_\_ = LE \_\_\_\_\_

3. \_\_\_\_\_ = LE \_\_\_\_\_

. TOTAL = LE \_\_\_\_\_

## References

The full references of the evidence base referred to in your background. The Vancouver style favored by ICMJE should be followed.

## Appendices

Include a copy of the audit form / questionnaire that you used for data collection.